
Auburn University Job Description

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| Job Title: | Mgr, Development Rsch&Records | Job Family: | No Family |
| Job Code: | OA18 | Grade 37: | \$68,700 - \$114,500 |
| FLSA status: | Exempt | | |

Job Summary

Oversees the daily operations of Development programs responsible for the comprehensive data management of all AU and AUM donors, alumni, and friends.

Essential Functions

1. Develops, monitors, and manages the process to maintain, update, and enhance data on all alumni, friends, and donors of AU and AUM to be utilized by the Office of Development, Student Affairs, and all academic and non-academic units.
2. Manages and coordinates functions and operations in support of Development Offices of AU and AUM to include budget management, vendor selection, and service assessment.
3. Identifies prospective major gift donors and increases prospect pool size in an effort to meet all applicable fundraising objectives; trains others in prospect identification.
4. Participates in administrative planning sessions in support of goals and objectives that include, but are not limited to, viability analysis of new fundraising, plan and proposal development, and reporting of goal progress.
5. Develops and implements policies and procedures regarding prospect management; monitors and researches current trends and best practices.
6. Develops and manages a comprehensive process geared towards providing the President of the University with information about events which will enable him/her to successfully network and assist in fundraising efforts.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--------------------------|--|
| Education | Four-year college degree | Degree in Business Administration, Marketing, Communications, Public Relations, or related field |
| Experience (yrs.) | 5 | Experience in fundraising, marketing, sales, public relations, and data management/analysis |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of fundraising programs, marketing strategies, data gathering, and management techniques.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires .

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/9/2011
